

ADMIN TRAINING WORKSHOP

MONDAY, SEPTEMBER 9



OVERVIEW

We want every Achievers administrator to get the most out of attending ACE 2019, which is why you're exclusively invited to our first ever in-person admin training workshop. This full-day, interactive workshop will be held the day before ACE in Chicago on Monday, September 9th.

WHO SHOULD ATTEND

You should attend if you're:

- New to the program administrator role in the last 6 months, or
- Seeking additional training to make your Recognition and Rewards (R&R) program more successful.

WHY YOU SHOULD ATTEND

You will:

- Gain a deeper understanding of your role as a program administrator
- Discover recognition and rewards program best practices
- Receive demonstrations of recognition and rewards program features and functionalities
- Have a unique opportunity to network with other program administrators
- Get one step closer to becoming a certified program administrator

AGENDA: 7:30 AM - 4:00 PM

*agenda subject to change

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| 7:30 AM BREAKFAST | 8:00 AM <ul style="list-style-type: none">• Workshop introduction• Getting started as a program administrator• The power of recognition• Establishing program goals• Achievers Recognize basics | 9:55 AM BREAK | 10:10 AM <ul style="list-style-type: none">• Admin feature overview• User management• Reports and Analytics• Uploads |
| 11:50 AM LUNCH | 12:30 PM <ul style="list-style-type: none">• Communication Center• Announcements• Email Preview• Static content pages• Search configuration | 2:00 PM BREAK | 2:30 PM <ul style="list-style-type: none">• Program best practices• Achievers Success Community• Wrap-up and next steps for certification |

HOW TO REGISTER

Use the promo code **ACEWORKSHOP19** before August 1 to receive **FREE** access to the workshop (valued at \$299), plus 40% off the full price of ACE.

QUESTIONS?

Contact your Customer Success Manager.